

## **GUIDANCE FOR CERTIFICATES TO BE SIGNED BY SECRETARY RICE**

**Citations in certificates signed by the Secretary should be simple and elegant and should recognize the individual's achievements in a concise manner.**

**Citations for the Secretary's Career Achievement Award should be limited to 50 words or less. Citations longer than 50 words will almost always be returned for further editing.**

**In addition to securing any other necessary clearances, please ensure S staff clears on the draft text before printing the certificate. S staff clearance can be obtained by emailing the draft text to [S\\_Certificates@state.gov](mailto:S_Certificates@state.gov).**

**Secretary's Career Achievement Award certificates should be printed using Multi-Media Resources' Certificates Online service:  
[http://mmsweb.a.state.gov/asp/cola/cert\\_user\\_login.asp](http://mmsweb.a.state.gov/asp/cola/cert_user_login.asp). This will ensure the correct template is used.**

**Once certificates have been cleared and printed, they should be brought to Ms. Shirley Gilmore, S/ES-EX, Room 7515, for delivery to the Secretary. Ms. Gilmore will notify bureaus once the certificates have been signed.**

Samples of approved citations:

In recognition of his thirty-eight years of U.S. Government service and with appreciation for his many contributions to advancing the United States' security and counter-terrorism interests.

In recognition of her distinguished service and dedication to the U.S. Government from 1970 to 2005.

In recognition of his twenty-seven years of distinguished service in Haiti, Japan, Sudan, Peru, Colombia, the Dominican Republic, Mexico, and Washington.

In recognition of his distinguished service to the U.S. Government from 1968 to 2005 and with appreciation for his extraordinary achievements in Washington, Paris, Bridgetown, Bucharest, Bonn and on temporary assignments to 72 other posts around the world.

In recognition of her distinguished career with the Department of State and with appreciation for her extraordinary efforts to promote international stability and economic development as cornerstones of U.S. foreign policy.

In recognition of his/her many contributions during thirty-two years of distinguished service to the U.S. Government.

In recognition of thirty-two years of U.S. Government service performed with dedication and distinction in Washington and overseas.

With appreciation for thirty-two years of outstanding service to his/her country.

In recognition of his many outstanding contributions during a distinguished career of diplomatic service from 1977 to 2005.

In recognition of his distinguished service to the Bureau of Diplomatic Security and the Department of State in Washington, Moscow, Rabat, La Paz, and Paris and with

appreciation for his many contributions to advancing the national interests of the United States from 1978 to 2005.

In recognition of his thirty-four years of distinguished service, first as a Publications Officer with the United States Information Agency and finally as Director of the Office of Career Development and Assignments in the Bureau of Human Resources in the Department of State, and with appreciation for his many contributions to advancing the U.S. Government's policy interests.

In recognition of his thirty-four years of distinguished service in the U.S. Department of State and with appreciation for his contributions to the United States' essential public diplomacy efforts around the world.

In recognition of her distinguished Foreign Service career in both the U.S. Department of State and the former U.S. Information Agency from 19xx - 2005 and with appreciation for her many contributions to advancing the national interests of the United States.

With appreciation for thirty-two years of U.S. Government service performed with dedication and distinction in Washington and overseas.

In recognition of his/her many contributions during thirty-two years of distinguished service to the U.S. Government from 1973 to 2005